

NAVIGATION INSTRUCTIONS FOR ON-LINE BIDDING AND VENDOR REGISTRATION

This information is being provided to supply users with additional assistance navigating the On-Line Bidding website. This information should be used in conjunction with the instructions provided on the website pages.

You may want to print these step-by-step instructions before going to the On-Line Bidding and Vendor Registration site and keep them for reference.

[How to Register as a Vendor](#)

[How to Register for Commodities](#)

[How to Respond to a Bid On-Line](#)

HOW TO REGISTER AS A VENDOR

1. Click on **Vendor Registration** if you are on the **On-Line Bidding: Login** page or if you have entered the OLB website as a guest, select **New Registration** from the menu bar at the top of the page or **Register as a New Vendor** in the middle of the page.
2. The **Vendor Name Search** page will open. You must search our current database to see if your vendor profile already exists. Type in at least three characters of your company's name, click on the "Starts with" (default selection) or "Includes" radio button, and click **Search**.
3. The **Vendor Name Search Results** page opens with a listing of vendors that meets the criteria of your search.

If you find your company listed, go to Step 4.

If your company was listed but you need to add an additional location (including e-mail address), go to Step 8.

If your company was not listed, go to Step 12.

4. Vendor Profile Already Exists

If your company profile was listed in the search, complete Steps 4 through 7.

On the **Vendor Name Search Results** page, click on your company's name.

5. The **FEIN/SSN Validation** page opens. You must verify your company's FEIN/SSN number. Type in your company FEIN/SSN and click **Submit**.
6. If the FEIN/SSN number entered matches the FEIN/SSN number contained in the database for this profile, the **Vendor Registration** page will be displayed with your company's current profile data. Create and enter your own User ID and password. Be sure to remember what they are since you will need them to do profile updates in the future. Change any information necessary. Ensure that all fields with a red asterisk are completed. All other fields are optional. Take caution when typing in your e-mail address. Make sure this is correct.
7. When completed, click **Update** at the bottom of the **Vendor Registration** page.
8. New location Needed

If the vendor search included your vendor profile, but a different location (including e-mail address) is needed, complete Steps 8 through 11.

On the **Vendor Name Search Results** page, click **Add New Location**.
9. The **FEIN/SSN Validation** page opens. You must verify your company's FEIN/SSN number. Type in the FEIN/SSN and click **Submit**.
10. If the FEIN/SSN number entered matches the FEIN/SSN number contained in the database for this profile, the **Vendor Registration** page will be displayed with the company name already completed. Create and enter your own User ID and password. Be sure to remember what they are since you will need them to do profile updates in the future. Change the company name if needed and complete all necessary fields. (All fields with a red asterisk must be completed. All others are optional.) Take caution when typing in your e-mail address. Make sure this is correct.

11. When completed, click **Update** at the bottom of the **Vendor Registration** page.

12. Vendor Profile Does Not Already Exist

If your company was not listed on the **Vendor Name Search Results** page, you may try to search for your company again (be sure to review name abbreviation policies). If you are convinced you are not in our database, review and follow the instructions in the box at the bottom of the **Vendor Name Search Results** page.

13. If you enter a Tax ID, click on the FEIN or SSN radio button (default is FEIN), and click on the **New Vendor Registration** button, the **Tax ID Validation** page will be displayed. If the Tax ID entered is a valid number and does not already exist in the database, the **Tax ID Validation** page will contain the following message, "Welcome to the vendor registration pages. Please click **OK** to proceed with your registration." Once you click **OK**, a **Vendor Registration** page will be displayed with the Federal Tax ID field completed with the Tax ID you entered on the **Vendor Name Search Results** page. Create and enter your own User ID and password. Be sure to remember what they are since you will need them to do profile updates in the future. Complete all fields with a red asterisk. Fields without the asterisk are optional. Take caution when typing in your e-mail address. Make sure this is correct.

14. When completed, click **Update** at the bottom of the **Vendor Registration** page.

15. Regardless if your company was already in the database, if you needed a new location, or if you weren't in the database at all, you will receive a confirmation notice (**Vendor Registration Confirmation** page). You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, verify and correct your e-mail address by using your User ID and password to access your vendor profile. If the e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your profile.

HOW TO REGISTER FOR COMMODITIES

1. To be able to register for commodities you must first register your vendor profile information. Once this is done, click **Register for Commodities** on the **Vendor Welcome** page, the **Vendor Registration Confirmation** page, or the **Vendor Update Confirmation** page.
2. The **Commodity Registration – Class** page will open with a split screen displayed. The top half will display commodity classes and the bottom will display the commodities your company is currently registered for.

To register for a commodity code, click on a class code on the top half of the screen to view the subclasses for that commodity code.
3. The **Commodity Registration – Sub Class** page will open with a list of subclasses displayed. Click on any **Subclass** you wish to register for. There is no limit as to how many commodities you may register for. As you select subclasses, they will be displayed at the bottom half of the screen.
4. To return back to the **Commodity Registration – Class** page, click on the **Return to Class List** button.
5. To remove any commodity codes that you have registered for, click on the red "X" next to the commodity code on the bottom half of the screen.
6. To exit the **Commodity Registration – Class** page or the **Commodity Registration – Sub Class** page, click on any of the options from the menu bar at top of the page.

HOW TO RESPOND TO A BID ON-LINE

1. The bid must indicate it allows for electronic responses. All electronic response bids indicate "You may respond to this bid electronically." Bids that indicate "Notification only" must be downloaded and mailed.
2. To respond to a bid online, you must be log in on the **Online Bidding: Login** page using your **User ID** and **Password**. (NOTE: The user id and password are case sensitive.)
3. Once you have logged in, the **Vendor Welcome** page opens. To access an open bid, select **Open Bids** at the top of the page or select **Open Bids by Commodity**, **Open Bids by Agency**, or **Search by Bid Number** (if bid number is known) in the middle of the page.
4. If you select **Open Bids**, **Open Bids by Commodity**, or **Open Bids by Agency**, you will access the entire list of open bids. Scroll through the list of open bids until you find the bid you wish to submit a response on. Then, click on the **Bid Number**.

If you select **Search by Bid Number**, the **Search by Bid Number** page will open. On this page, enter the bid number and click on the **Search** button.

5. The **Open Bid Detail** page for the bid selected will open. Review all the on-line information as well as the official bid document. When ready to submit your bid, scroll to the bottom of the page and select the **Respond** button. If you wish to return to the open bids, select the **Back** button at the bottom of the page or **Open Bids** at the top of the page.
6. If you selected the **Respond** button, the **Electronic Bid Response Entry** page will open. Before responding, review the instructions for submitting an electronic response at the top of this page.
7. Below the instructions, complete the following fields for each bid line:

Unit of Measure (Complete only if bidding a different unit than requested.)

Unit Cost (The unit cost must be entered with a minimum of one numeric character preceding the decimal point, a decimal point, and at least two numeric characters following the decimal point. If the requested unit of measure is a percentage [PCNT], the percentage should be entered as cents [ex., 25 percent should be entered as 0.25.]

Quantity Bid (Complete only if bidding a different quantity than requested.)

If you wish to submit a "No Charge" response on a bid line, "No Charge" must be selected in the drop down box after the Unit Cost field.

If you wish to submit "No Bid" on an individual bid line, skip that bid line. "No Bid" is the default response.

If you wish to "No Bid" the entire bid, go to Step 8.

Entering **Line Comments** is optional. Line comments may be used for stating brand and model number of item bid or a reference to the Overall Comments. Line comments are limited to 60 characters.

Complete all of the **General Bid Information** fields. **Overall Comments** are optional unless submitting an overall "No Bid". Overall comments may be used for alternate pricing, renewal pricing, warranty information, or any other information required. If a comment entered relates to a specific bid line, reference the bid line number.

8. Once you have finished entering your bid, click the **Submit** button.

If you elect not to submit your bid response, click the **Cancel** button and return to the open bid listings.

If you want to submit an overall “**NO BID**”, tab past all the bid lines and complete the **Respondent Name**, **Respondent Telephone Number** and **Respondent Email** fields. Enter text in the **Overall Comments** field stating why you are submitting a “No Bid”. Click the **No Bid** button.

9. **Bid Response Submitted:**

Once you have submitted your bid response, a message box will appear asking you to confirm that you want to submit your bid. If you are ready to submit your bid, click **OK**.

The **Electronic Bid Response Confirmation** page will appear. You should print this page for your records.

On the **Electronic Bid Response Confirmation** page is a link to submit attachments to your bid if necessary. Information that may be sent as an attachment may include but not be limited to: renewal pricing, completed exhibit pages from the bid document, brochures, Buy American Form, catalogs, etc.

See Step 10 for instructions on sending an attachment(s) and/or adding additional comments to your bid response.

Overall “No” Bid Submitted:

Once you have submitted an overall “No Bid” response, a message box will appear asking you to confirm that you want to submit the “No Bid”. If you are ready to submit the “No Bid”, click **OK**. The **NO BID, Comments Submitted** page will appear confirming your “No Bid” response.

10. If you wish to send an attachment and/or additional comments to your bid, click on the **Send Attachment(s)** link on the **Electronic Bid Response Confirmation** page. The **Electronic Bid Attachments** page will open.

If you wish to add comments but not send an attachment, see Step 15.

11. To send an attachment, click on **Add Attachments** on the **Electronic Bid Attachments** page. (You may need to scroll to the right to see this link on the screen.)
12. Click on **Browse** to find the file(s) you wish to attach. If the file(s) exceeds 1 MB, zip the file(s) before selecting the file(s). Then, select the file and click **Open**.

The file path should appear in the box.

13. Click on **Attach File**.

The file path should appear below the words “**Attached Files**”.

Steps 12 and 13 can be repeated as many times as necessary to include as many files as are needed.

If a file is selected in error, the file can be removed by clicking in the box next to the unwanted file listed under “**Attached Files**” and then clicking on the **Remove** button.

14. When you have finished attaching the file(s), click on the **Done** button.

The **Electronic Bid Attachments** page will reappear displaying a listing of all the files that were attached.

15. In addition to files, you may add comments to your bid in the text box provided on the **Electronic Bid Attachments** page. You may type the comments directly in the text box or copy/paste the comments into the text box. Comments can be added without attaching files.

You may want to print the **Electronic Bid Attachments** page for your records. You will not receive an electronic confirmation after sending the attachment(s)/comments.

16. When the attachment of the file(s) and/or the addition of comments is completed, click the **Send Attachment** button at the bottom of the **Electronic Bid Attachments** page.

17. After you click the **Send Attachment** button, a blank page will appear. You may send additional attachments or exit this area.

To exit this area, use the **Back** button until you reach the **Electronic Bid Response Confirmation** page or select any of the options from the menu bar at the top of the page.